



FORMBY HIGH SCHOOL

Determined to Achieve

16 May 2023

Dear Parent

Year 12 Virtual Subject Consultation Evening – Wednesday 7 June 2023

I would like to invite you to attend the Virtual Subject Consultation Evening for Year 12 on **Wednesday 7 June 2023**, commencing at 4:30pm. This evening will provide an opportunity for open dialogue regarding your son/daughter's current progress as well as identifying targets for improvement over the coming months. These conversations should give you and your child a clear sense of focus to allow each student to fulfil their potential.

As the appointments will be held via video you will require access to a device with a webcam, microphone, speaker and a compatible web browser (Safari, Chrome or Firefox). A smartphone with a front-facing camera or a laptop with a webcam will be suitable. We have been advised by our software provider that you may experience audio difficulties using an Apple device. Therefore, it is recommended that Apple devices running iOS 14.2 are not used to access appointments.

Booking Appointments

To access the online booking system, please use the following link (<https://formbyhighschool.parentseveningsystem.co.uk/>) or visit our website and click on the 'Parents' Evenings' link at the bottom of the page. You will be required to login with the following information:

- Student's Forename
- Student's Surname
- Student's Date of Birth (dd/mm/yyyy)

You will be able to choose your own appointment times with teachers and you will receive an email confirming your appointments. The system allows you to book appointment times manually or to select the automatic option which will book the most time efficient appointments. Your son/daughter's subject teachers have been pre-programmed into the system – please note that only one appointment per subject or teacher should be made.

Appointments may be made from **7:00pm on Monday 22 May until 10:00am on Monday 5 June**. Should you wish to make any changes after this date, please contact Mrs Haughey by email at e.haughey@formbyhighschool.com.

Your appointments will be automatically confirmed via the email address that you have provided to the school. If it does not appear in your inbox, please check it has not been sent to your 'Spam' folder.

Accessing Video Appointments

To access your video appointments on the evening itself, please login to Parents' Evening System at the usual web address (<https://formbyhighschool.parentseveningsystem.co.uk/>). You will be advised that you have upcoming video appointments and a 'Join Video Appointments' button will become available **60 minutes** before your first scheduled appointment. Appointments will be five minutes in length and a

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countdown clock will be visible to both you and the teacher during your appointment. Please note that there will be no facility to extend the appointment beyond the allotted time and it will end automatically at the end of the scheduled appointment. You will only be able to join the appointment by clicking on the '*Start Appointment*' button. Detailed instructions on how to access your appointments can be found [here](#). You will be given the option to 'blur' your screen during the evening if you wish.

If you require additional time to speak with a teacher, please make arrangements for an alternative meeting / telephone conversation during your appointment. Students are expected to attend the consultation evening with you and listen to any appropriate advice offered by their subject teachers, they should also be visible on the video at all times.

We hope that you will be able to join us at the Virtual Subject Consultation Evening and thank you for your support with this new technology. If you do not have access to the internet or require any further assistance with your appointment bookings, please do not hesitate to contact Mrs Haughey.

Yours sincerely

Mrs A Harrison-Forsyth
Assistant Headteacher (Director of Learning Years 11 to 13)